



I. ePortfolio Requirements for IT Master Program

The graphic above is a good visual representation of the components that make a good instructional technology ePortfolio. Helen Barrett who has done much work with ePortfolio for K-12 and higher education created this graphic. Check out her site at: <http://electronicportfolios.com/>

This documents outlines the requirements for your final graduation ePortfolio. Although this is not due until your final semester, the work must begin at the beginning of your program. You will collect artifacts from your coursework as well as from the field experiences you plan during your time in the program. Please use the Alignment Documents to plan your ePortfolio and Field Experience.

Rationale for Field Experiences

In addition to coursework of IT Master Program, application of the technology skills learned is the core of the field experience requirements for the IT Master's Program. Field experiences are done all through the program, not in any particular term. These are seen as growth experiences as a technology leader and facilitator. You are in control of the design of your own field experiences. If you are a teacher most of your field experiences might be in the schools, but we encourage you to seek out experiences in other situations too! Diverse experiences are important to demonstrate all your skills in your ePortfolio.

Planning your Field Experiences

During the IT Master's Program, you should be planning and implementing your experiences by applying the skills you have learned in the field like your classroom, workplace, and community. You should try and apply your technology skills in many different venues to make sure you have diverse experiences. The chart can be used to document the activities you have already implemented as well as those you have planned. If you do not have enough field experiences at this point, the chart can help you plan where you need activities to meet the requirements. Having a plan is essential for the completion of this graduation requirement.

You should plan to have around 8 substantial field experience examples aligned to the 8 NETS-TF standards. This being said, typically any single field experience might align with more than one standard. So on the Alignment Document you would list ALL the field experiences that align with any ONE standard. The Alignment Document is a summary document you will hand in with your final ePortfolio showing how each artifact you select is aligned with the NETS-TF standards.

II. ePortfolio Sections & Artifacts

Your ePortfolio will include artifacts you have developed in your coursework as well as how you have applied this knowledge out in the field. You will be collecting these artifacts and reflecting on these as you develop your ePortfolio. Some of the artifacts will come from the main assignments in your coursework and some artifacts will come from your application of these skills during your field experience. Your artifacts will show your proficiency with the NETS-TF standards. You will show how your artifacts align with these standards on the attached Alignment Document. Below are the ePortfolio Sections that you need to apply for classifying the artifacts.

- Home Page
- **Leadership (L)-2**
- **Teaching & Learning (TL)-5**
- **Design & Development (DD):** Instructional Design (ID)-6 & Multimedia Development (MD)-8
- **Professional Development (PD)-2**
- Resume Page

Under each section, you will include artifacts completed in IT courses and Field Experiences.

1. Coursework artifacts:

Course artifacts will be the main projects done in each one of your IT Master's core courses. Examples of this are:

Course	Artifacts	eP Sections
Required Courses in Instructional Technology (15)		
5150:695 (3) Intro to Instructional Technology	Pre-admission Competencies Verification	PD
	Teaching & Technology Philosophy	PD
	Wiki Reflection	TL
5150:614 (3) Planning for Technology	Technology Plan Evaluation	L
	Grant Writing Project	L
5150:631 (3) Instructional Design	ID Project	ID
	ID Paper	ID
5150:633 (3) Hypermedia/Multimedia	MP1-5	MD
	Design Document	ID
	Final Website	MD
5150:638 (3) Integrating and Implementing	Integrating Project	TL
	Paper & Lesson Plan	TL
Electives in Instructional Technology (6)		
5150:632 (3) Web-Based Learning Systems	WBLS Project	ID/MD
	Short Paper	ID
5150:635 (3) Emerging Technologies	MP1-5	MD
5150:639 (3) Strategies for Online Teaching and Learning	Online Learning Project	TL/ID
	Online Learning Paper	TL
Foundations (9) Optional Items if desired		
5100:600 (3) Philosophies of Education	Main project or paper	TL
5100:624 (3) Educational Psychology	Main project or paper	TL
5100:640 (3) Techniques of Research	Main project or paper	TL

2. Field Experience Artifacts:

During the IT Master's Program, you should be planning and implementing your experiences by applying the skills you have learned in the field like your classroom, workplace, and community. You should try and apply your technology skills in many different venues to make sure you have diverse experiences. In addition to the artifacts listed above, each ePortfolio section needs to include at least 2 substantial artifacts

from the field experiences. Your artifacts created from field experiences will be included in the section part of each ePortfolio section as a representation of your growth as a technology user and progress toward a technology facilitator and leader. During the time you are in the IT Master's Program you should plan opportunities for application of the skills learned in your classes in the areas of Leadership, Teaching and Learning, Design and Development, and Professional Development.

The artifacts to be included should also focus on the standards listed and address any strengths or weaknesses you identified in your pre-competency verification project. You should have at least ONE field experience addressing each of the 8 main standards listed below. This being said, typically any single field experience might align with more than one standard.

- **TF-I. Technology Operations and Concepts** Educational technology facilitators demonstrate an in-depth understanding of technology operations and concepts
- **TF-II. Planning and Designing Learning Environments and Experiences** Educational technology facilitators plan, design, and model effective learning environments and multiple experiences supported by technology
- **TF-III. Teaching, Learning and the Curriculum** Educational technology facilitators apply and implement curriculum plans that include methods and strategies for utilizing technology to maximize student learning
- **TF-IV. Assessment and Evaluation** Educational technology facilitators apply technology to facilitate a variety of effective assessment and evaluation strategies
- **TF-V. Productivity and Professional Practice** Educational technology facilitators apply technology to enhance and improve personal productivity and professional practice
- **TF-VI Social, Ethical, Legal and Human Issues** Educational technology facilitators understand the social, ethical, legal, and human issues surrounding the use of technology in PK-12 schools and assist teachers in applying that understanding in their practice.
- **TF-VII. Procedures, Policies, Planning and Budgeting for Technology Environments** Educational technology facilitators promote the development and implementation of technology infrastructure, procedures, policies, plans, and budgets for PK-12 schools
- **TF-VIII. Leadership and Vision** Educational technology facilitators will contribute to the shared vision for campus integration of technology and foster an environment and culture conducive to the realization of the vision.

(For the full standards visit

http://www.iste.org/Content/NavigationMenu/NETS/ForTechnologyFacilitatorsandLeaders/Technology_Facilitation_Standards.htm

3. Alignment Document (attached):

When submitting your ePortfolio URL to Dropbox, you must also submit the Alignment Document to Dropbox. On the Alignment Document you would list ALL the course artifacts and artifacts completed in field experiences that align with any ONE standard. The Alignment Document is a summary document you will hand in with your final ePortfolio showing how each artifact you select is aligned with the NETS-TF standards. Artifacts may align with more than one main standard and more than one objective. You may describe parts of the final artifact that meets different standards. We are looking for your artifacts to cover all of the main benchmarks TF-I through TF-VIII and show coverage of many of the indicator level objectives. You may find the Alignment Document attached below this instruction under CONTENT/Course Info folder.

III. Development of Your ePortfolio

Your ePortfolio is a valuable reflection of your work in your master's course work and application of these skills in the field. This becomes an asset to show your expertise in instructional technology. You are required to create this product in your University of Akron Zipspace and once approved you will burn it to a CD. Zipspace is an area where you can save files and projects and create a webpage. You will learn how to do this in the Hypermedia class, but there are tutorials on how to use your Zipspace at this link:

<http://www.uakron.edu/its/learning/training/OnlineStorage.php> Additionally, the Auto-run CD Instruction provided in the Content space is a guide for you to create a professional auto-run CD for your submission.

Reflections: Reflecting on your work is an important part of communicating your progress as well as understanding how technology is impacting learning and how your facilitation skills are improving. A specific format for reflecting is provided to ensure quality and effective reflections. When presenting artifacts for coursework and field experience in ePortfolio, you will provide brief description of each course artifact to address what you did for the course project, but more detailed reflection for artifacts created in Field Experiences. Please refer to Guideline of writing reflection in Content/Course Info folder for what you need to cover in the reflection for field experience artifacts.

IV. IT Master's Program Portal (Springboard site)

In Springboard, you should have a link to the IT Master's Program Portal on the right side of your screen or course titles listed after login to Springboard. The link says click here to access your IT Master's Program. This area has been created to provide you with up-to-date information on the program, requirements, forms, and other relevant items. Examples of exemplary ePortfolios are available on this site. This area will become your go-to place for information on the program. (If you do not have this link, please let your advisor know as soon as possible.)